



HOLY FAMILY CATHOLIC PRIMARY SCHOOL
JOB DESCRIPTION
ADMIN SUPERVISOR



Job Title: Admin Supervisor

Reporting to: Senior Leadership Team

Working hours per day: Full time 7.5 hours per day from Monday to Thursday (8.00am to 4.00pm) and 7 hours on a Friday (8.00am to 3.30pm) with a 30-minute unpaid lunch break every day

Working hours per week: 37 hours

Working weeks: 39 weeks - school term time and INSET days

JOB PURPOSE:

To support and oversee the administrative, reception and office functions, ensuring the provision of an effective and efficient service that actively contributes to the smooth running of the school.

DUTIES	• Responsible for supervising the work undertaken by the office support staff, to allocate and monitor workloads, and ensure appropriate training for all new office support staff. • Responsible for the identification (where appropriate) and allocation to admin/office staff of new tasks. • Responsible for the administration in relation to admissions including communication with parents/carers, providing data to authorities. • Supporting the maintenance of the Single Central Record (SCR) in liaison with the Headteacher and ACT HR Manager. • Responsible for safeguarding checks on volunteers, visitors and contractors including online applications, ID verification, enhanced DBS checks and letters of assurance where appropriate. • Act as confidential secretary to the Headteacher. • Responsibility for ensuring that the central trust team receives the information they require regarding staff appointments and changes. • Responsible for ensuring that all pupil and payment records are securely stored and that access is restricted to authorised personnel. • Ensure that pupil records are kept up to date, new pupils added to system and leavers removed at the appropriate time. • Manage the admission process in liaison with the Headteacher, ensuring all new pupils are admitted correctly according to the admission criteria and liaise with authorities to identify places in school. • Manage the pupil daily registration process. Check online registers and provide information to enable appropriate staff to follow up absences. • Manage leavers, liaise with secondary schools and ensure all pupil records and relevant files are forwarded appropriately. • Oversee first aid arrangements, managing illness or injury incidents, maintaining and restocking equipment, and coordinating swiftly with emergency services and professional medical help when required. • Ensure first aid kits are checked termly and arrange First Aider training for new First Aiders and for those whose three-year certificates have expired. • Ensure information about pupil allergies is communicated to all relevant staff. • Support in the daily medication as and when required ensuring the parent/carer has first completed the Medication Permission Form.
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	• Oversee the office email account. Check regularly and forward emails as appropriate to other staff members. Ensure emails are dealt with and responded to promptly. • Manage the school's website and communications in liaison with the Headteacher. • Produce a database of standard letters, forms etc using standardised school format, ensure an effective file management system and ensure office staff use standard documentation as appropriate. • Take responsibility for dealing with complex or difficult enquiries referred from Reception as required. • Liaise with Headteacher and SENCO on managing appropriate funding.
GENERAL	• To follow school policies to ensure the safeguarding of children • To follow school policies to actively support equality, diversity and inclusion and ensure the safety of all. • To attend meetings and training sessions as required. • To work with colleagues to achieve shared school objectives. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training in discussion with line manager and attend relevant school meetings as required. • At the discretion of the Headteacher, any other activities to support the smooth running of the school. • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.